

# DEVELOPMENTAL DISABILITIES RESOURCE BOARD

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November 3, 2005

Ms. Pam Mason  
Office of Clay Co. Clerk  
One Courthouse Square - Adm. Bldg.  
Liberty, MO 64068

Dear Pam:

Enclosed are copies of meeting minutes approved at the 10/25/2005 board meeting:

September 27, 2005 - Regular Board Meeting

Thanks for your help in placing these minutes in your files.

Sincerely,



Sharon H. Fields  
Director

my documents\Clay Co Comm\PM\_Mtg\_Mins\_Sep 27 2005.doc

*Serving Clay County Citizens with Developmental Disabilities*

**MINUTES OF  
DEVELOPMENTAL DISABILITIES RESOURCE BOARD  
OF CLAY COUNTY**

**September 27, 2005**

The September meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 7:00 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Glynda Jacobson, Chairman.

Present were: Gail Brown, Steve Elliott, Gerald Gorman, Glynda Jacobson, Lorry Kelly, Mary Olshefski and Janey Taylor. Karla Duff-Mallams and Norman Guettermann were excused from the meeting. Also present was Sharon Fields, Director.

Guests present and signing in:

Jerry Tindall	Vocational Services
Andrea Linville	TNC Community
Jill Bartlett	Northland Early Education Center
Nancy Miller	Immacolata Manor
Sandy DeGase	Immacolata Manor
Jim Huffman	Concerned Care

**ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies**

**Correspondence:**

- Northland Early Education Center: Workshop on planning for future needs was held on 9/22; Summer 2005 newsletter
- CEADD schedule of classes for Fall Semester 2005; Liberty Tribune article on their program.
- Letter from Clay County Clerk: Taxpayers that have appealed taxes to the State Tax Commission.

**APPROVAL OF THE MINUTES**

Gerald moved and Gail seconded that the minutes of the Tuesday, August 30, 2005 Regular Board Meeting be approved. The motion passed unanimously.

### **TREASURER'S REPORT**

As of August 31, cash assets were \$349,025.76 in checking, \$1,845,090.06 in long-term investments and \$2,469,819.22 in short-term investments for a total in checking/savings of \$4,663,935.04. Total assets were \$6,282,445.19. Total liabilities and equity were \$6,282,445.19. Income for the month of August was \$59,267.67. Total expenses for the month of August were \$290,816.09. August expenses in excess of income were \$232,643.42. Year-to-date income was \$4,323,333.44. Year-to-date expenses were \$2,387,030.69. Total year-to-date income was \$1,908,511.75.

Mary moved and Steve seconded that the Treasurer's Report be approved as read.  
The motion passed unanimously.

### **EXECUTIVE SECRETARY'S REPORT**

Northland Early Education Center requested the Board's attendance at their CARF on-site survey scheduled for September 29 and 30; Steve volunteered to attend with Sharon. Funding applications for 2006 are due on Monday, October 3. A lawsuit was filed 8/29 to challenge the cuts in Missouri's Medicaid program for durable medical equipment. TNC provided a response to a question at last month's meeting regarding funding for a new group home in Clay County. TNC has received referrals from KCRC with funds attached. Some of these individuals are currently being served by a Clay County provider and the resident wants to change to another provider. Others are Clay County residents who are not currently in residential services; these will be funded by KCRC with new caseload growth dollars. The Board will be using the office recently vacated by KCRC for storage. It was suggested that the Board look into putting files onto microfiche or another medium to conserve space.

### **COMMITTEE REPORTS:**

#### **Executive Committee**

No report.

#### **Finance Committee**

The Finance Committee will meet on Monday, November 7, beginning at 4:00 p.m. to review agency budget proposals and make a recommendation to the full board. All Board members are invited to attend.

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The budget review process timetable is as follows:

**Tuesday, 10/25 Board Meeting:**

Deadline for board members to submit questions for agencies  
Review of proposed DDRB Operating Budget

**Wednesday, 11/2:**

Deadline for agencies to submit written answers to questions

**Thursday, 11/3:**

Answers will be mailed to all Board members for review prior to the work session on 11/7.

**Residential Services Committee**

No report.

**Employment/Training Committee**

No report.

**Support Services / Transportation Committee**

No report.

**Long Range Planning Committee**

The Long Range Planning Committee is working on locating a consultant to give the Board direction on services for all consumers served. The Board will be looking at the different stages in the lives of the individuals served and what services will be needed at each stage. Mary will begin the search by contacting universities that have graduate programs in special education, mental retardation and developmental disabilities. These faculty members have followed a variety of career paths and will know a lot of other people who might be able to help. Mary will also check national programs and associations.

Lorry moved and Gail seconded the minutes of the Tuesday, August 30, 2005 Long Range Planning Committee Meeting be approved. The motion passed unanimously.



**Property Maintenance Committee**

Janey reported that the Northland House grade work was completed since the last board meeting. This leaves one project remaining: front drainage at Flora House.

Dan Smith, Modern Age Remodeling, provided the results of the 3<sup>rd</sup> quarter property inspections. Board members appreciated the before and after photos on work completed and photos on the bids for new work.

**Flora House**

The fill dirt has dropped 8 to 10" on the side of the house where the sump pump and air conditioner are located. Dan recommended more fill dirt for drainage away from the house. His bid proposal for this project was \$692. The window problems will be considered in the 2006 budget.

**Liberty House**

Trim around the two front windows and the area under the front light needs to be replaced because it is rotten. The windows will start to leak if not repaired. The siding in this area should be replaced at the same time. Dan's bid for the repairs was \$1,744.

Work in the kitchen range area includes new white tiles, new electrical outlet and a new shelf above the range for range hood installation. Dan's bid for the repairs was \$742.

The window problems will be considered in the 2006 budget.

**North Main Apartments**

Condition is unchanged. Sewers are breaking down and there will come a time when Roto Rooter cannot drain the lines. Concerned Care had a camera put on the lines and was told that the lines were breaking down under the house. The ridge cap on the laundry building needs repair.

**Northland House**

Concrete in the front of the house is breaking up and will need replacing in the next couple of years. The window problems will be considered in the 2006 budget. Concerned Care will look into the problem of noise coming from the blower unit. Living room carpet needs to be replaced; Concerned Care will be responsible for this.

**Ridgeway House**

The wood roof will need to be replaced in the next 3 to 5 years. Dan estimated \$10,000 to \$15,000 to replace with asphalt.

**Sherwood House**

There is a drainage problem at the end of the driveway next to the garage. Dan's bid to fix the problem was \$492.

Landscaping steps in the back should be removed and replaced with landscape rock. Dan's bid was \$800.

Additional concrete work included the front sidewalk which has dropped away from the porch leaving a very tall step up to the porch to enter the front door. The Board previously approved funds to repair the broken concrete in the back yard around the old pool area (\$1,000). Dan's new bid was \$2,732 for all concrete work.

Dan proposed removing additional shrubs and grading along the fence line to make it easier to mow. Funds were previously approved for some shrub removal and new PVC fencing (\$7,612). The cost of the fence material has increased since then. The new bid was \$9,560.

Dan suggested removing the cedar trees along the front drive because some are dying. Also, the neighbors have complained about their appearance. He will ask Concerned Care to take care of this.

Concerned Care will replace a leaking faucet in the upstairs bathroom.

The flooring in the hall bathroom will need to be replaced; it keeps popping loose. This would be the time to install a handicap toilet and a new vinyl floor.

**S. Kent Building**

All items in the back yard with the exception of the picnic table as well as the door repair for Room #108 has been addressed by Triality. Sharon has taken care of the dumpster area. Dan is looking into solving the problem with condensation on the ceiling tiles in Rooms #108 and #115, the repair of the sill cock on the outside of the building and the drainage problem in the back yard.

Gerald moved and Lorry seconded that the Board approve \$8,150 in additional funds to cover the expenses of property maintenance as detailed on the spreadsheet headed DDRB Property Repairs – 9/27/2005. Voting yes: Gail, Steve, Gerald, Glynda, Lorry, Mary and Janey. The motion passed.

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**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**COMMUNICATIONS: Guests**

TNC received their MODOT van for Claymont House; the Board furnished the 20% match.

Immacolata announced the name of their new director, Lisa Chomor, who will begin on October 3. A retirement party will be held for Nancy Miller on September 29.

Concerned Care is ranked #4 and #12 in their application for two MODOT vans for next year.

As there were no further discussions, the meeting was adjourned at approximately 7:45 p.m.

Respectfully submitted,

Mary Olshefski  
Secretary